




**STATE OF SOUTH CAROLINA
DEPARTMENT OF EDUCATION**

**INEZ MOORE TENENBAUM
STATE SUPERINTENDENT OF EDUCATION**

MEMORANDUM

TO: District Superintendents

FROM: A. Len Richardson, Director
Office of Finance 

DATE: July 5, 2006

RE: Authorized Signature Form

The Office of Finance needs to update the authorized signature form for the Superintendent and designee(s). Please complete the attached form and return to the Office of Finance by Friday, July 21, 2006.

If you have any questions, please call me at (803) 734-8122. Thank you for your cooperation in this matter.

/km

Attachment